

## PCPN# FY04-34 - Purchase Card Program – Revised Reinstatement of Cardholder responsibilities after Suspension for lapse in Training

**Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.**

Guidance found in the APC Desk guide Section 2, page 19 and the DON eBUSOPSOFF APC training module will updated to comply with this new policy in the next release and is hereby changed **From** :

**Current:**

9. Maintain Training File

The APC is responsible for ensuring that all AOs and CHs have received the required training in accordance with DOD and DON policy and procedures.

It is also important to maintain documented records that substantiate that the training requirements have been met. The APC must ensure that the training is properly documented and the training certificates are maintained on file.

Any CH or AO (with the exception of those who are deployed) who has not completed the required basic or biennial refresher training shall have their accounts immediately suspended.

**Old portion:** "Proper controls must be in place to ensure that suspended accounts are not reinstated until the next two higher levels of management have verified that the required training has been completed."

**To :**

**New:**

9. Maintain Training File

The APC is responsible for ensuring that all AOs and CHs have received the required training in accordance with DOD and DON policy and procedures.

It is also important to maintain documented records that substantiate that the training requirements have been met. The APC must ensure that the training is properly documented and the training certificates are maintained on file.

Any CH or AO (with the exception of those who are deployed) who has not completed the required basic or biennial refresher training shall have their accounts immediately suspended.

**Revised portion:** "Once verification of training has been confirmed, the **Cardholder or Authorizing Official** may be reinstated by the APC who originally suspended the card or a higher level APC."

Please send any questions/comments to [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil).

Helpdesk

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